

Providers: These are instructions to help you navigate the document-signing process through DocuSign.

Email Notification

The email is sent from DocuSign® on behalf of the sender. The email contains a message from the sender and a link to open the document on DocuSign. The signer clicks **Review Documents** to start the signing process.

Next: [New Signer Orientation](#)

Signer Orientation

The DocuSign® Overview page provides a short overview of the signing process and has the consumer disclosure, which covers conducting business electronically.

The signer will review the consumer disclosure and select the checkbox for agreeing to conduct business electronically. Then click **Review Document** to continue.

Important! The signer must agree to conduct business electronically with the document sender in order to view and sign the documents.

Please DocuSign these documents: Test Form - Doc Markup.pdf, Two-Party...



Steve Anderson of GenWatt, Inc. requested your signature on 2 documents.



To e-sign the documents, please take the following steps:

Agree to do business electronically with GenWatt, Inc..

1 Review Documents

2 Sign then Confirm - Click the  and  tabs in your document to sign, then confirm.

3 Save your Copy

CONSUMER DISCLOSURE

From time to time, GenWatt, Inc. (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree'

[Read Full Agreement >](#)

☐ I agree to do business electronically with GenWatt, Inc.

[Review Documents](#) 



[Finish Later](#)



[Sign on Paper](#)



[Change Signer](#)



[Decline to Sign](#)

The other options available to the signer are:

- **Finish Later:** is used if the signer is not ready to sign the document, they can return to the document later by using the link in the email notification.
- **Sign on Paper?:** is used to allow the signer to sign the document on paper. See the [Sign on Paper](#) topic for more information about using this option. In some cases this option might not be available.
- **Change Signer:** allows the signer to send this document to another person to sign. The signer is asked to provide the new signer's name and email address. A message is sent to person that sent the document telling them the document has been assigned to another person. See [Changing the Signer](#) for more information.
- **Decline to Sign:** allows the signer to decline signing the document. The signer is asked to provide a message for the person that sent the document telling them they declined to sign. See [Decline to Sign](#) for more information.

Next: [Signing documents](#)

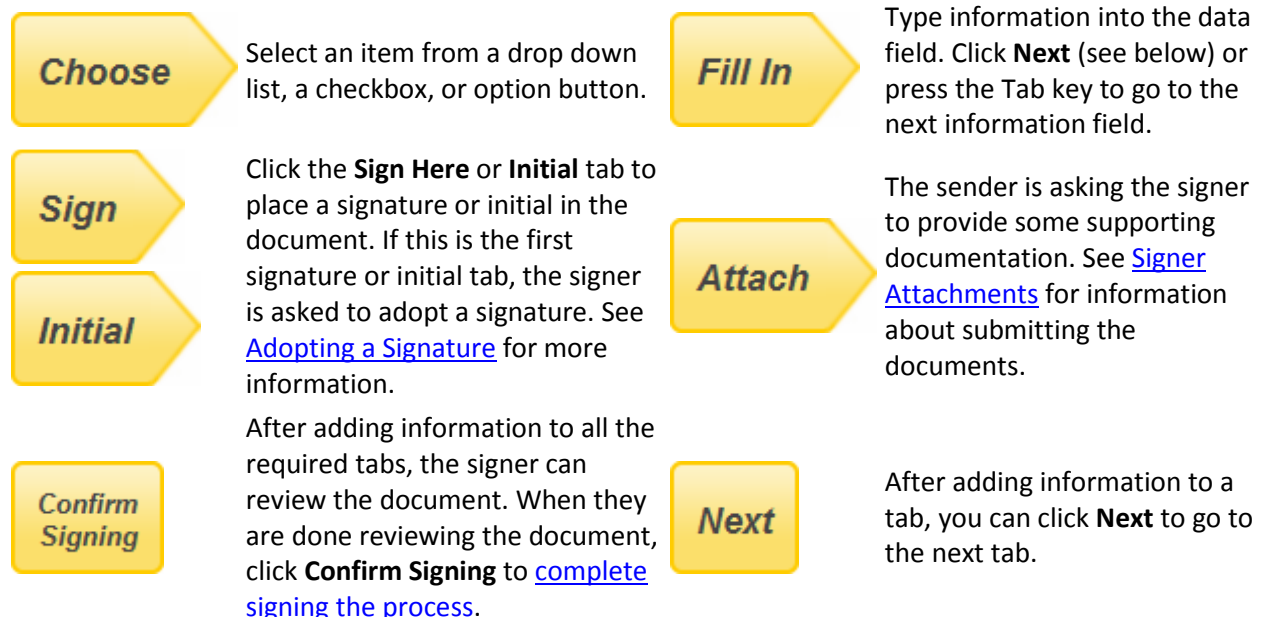
Signing Process

The first page of the document for the signer is shown in the window. There are several sets of controls available and they can be hidden by clicking **Hide**.

- The right side of the window has a document map showing the number of pages in the envelope. The signer can click on a page to jump to that page.
- There is a control for zooming in or out on the current page.
- The upper left side of the window has a button to access the **More Options** menu, print the document, and download the document as a PDF file. In the **More Options** menu the signer can view information about the envelope, or select to change the signer, decline to sign, print and sign on paper and fax, or finish signing later. See the [More Options](#) topic for more information about the options presented.

The indicator on the left side of the document page is used to guide the signer through the process of filling in and signing the document. The signer clicks **Start** to begin the signing process. The indicator changes to an arrow as the signer is taken to the first tab to fill out.

The text shown in the indicator arrow is the action the signer is expected to take for the current information tab. The text in the arrow changes as the indicator guides the signer through the document. The images below are examples of possible indicator arrows and with the expected actions: Select an item from a drop down list, a checkbox, or option button.



As the arrow leads the signer through the document, they use the following guidelines for filling out information:

Note: Some fields, such as signing date fields, are automatically filled in based on information available to the system. The signer cannot change or modify this information.

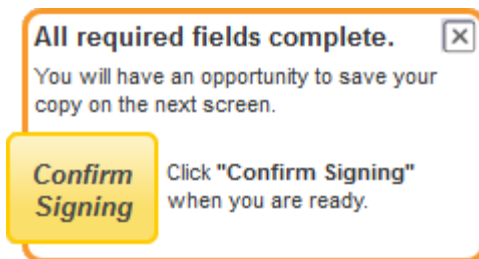
- To select an option button or checkbox, the signer clicks on the appropriate option button or checkbox. Note that the signer can only select one option button in a group.
- To select an option from a dropdown list, the signer clicks on the list and selects the appropriate option.
- To add other information in a boxed field, the signer types the requested information into the field and clicks **Next** or presses the Tab key to continue.
- To sign or initial a tag, the signer clicks the **Sign Here** or **Initial** tag. The first time a signer clicks a **Sign Here** or **Initial** tag, they are asked to adopt a signature and initials. See [Adopting a Signature](#) for more information.

When the signer has completed adding information to all the required tabs in the envelope, the indicator arrow change to a box that says Confirm Signing and a message box appears around the box.

Next: [Completing the signing process](#)

Completing the Signing Process

When the signer has completed adding information to all the required tabs in the envelope, the indicator arrow change to a box that says Confirm Signing and a message box appears around the box.




The signer can stay and review the document and make any changes to the information added and to optional information tabs. After the signer is done reviewing the document, they click the **Confirm Signing** indicator.

The signer's information is saved and a message window stating the signer has completed the documents is displayed.

The signer is given the option of downloading a PDF copy of the documents or printing a copy of the documents.

Additionally, the signer can create a free DocuSign account and save the document in the account.

They can close the message window by clicking **Cancel** or the  in the upper right corner.

